

10-1-19
New Business
Referrals

**INTERNAL
OPERATIONS
STANDING
COMMITTEE**



CITY OF DETROIT
LAW DEPARTMENT

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 500
DETROIT, MICHIGAN 48226-3437
PHONE 313•224•4550
FAX 313•224•5505
WWW.DETROITMI.GOV

34

September 23, 2019

HONORABLE CITY COUNCIL

**RE: THEODORE CHEATHAM, JR. vs CITY OF DETROIT
WATER AND SEWERAGE DEPARTMENT
FILE #: 14084 (PSB)**

We have reviewed the above-captioned lawsuit, the facts and particulars of which are set forth in a confidential attorney-client privileged memorandum that is being separately hand delivered to each member of your Honorable Body. From this review, it is our considered opinion that a settlement in the amount of **ONE HUNDRED FIFTEEN THOUSAND FOUR HUNDRED AND FORTY-ONE DOLLARS (\$115,441.00)** is in the best interests of the City of Detroit.

We, therefore, request authorization to settle this matter in the amount of **ONE HUNDRED FIFTEEN THOUSAND FOUR HUNDRED AND FORTY-ONE DOLLARS (\$115,441.00)** and that your Honorable Body authorize and direct the Finance Director to issue a draft in that amount payable to **Theodore Cheatham, Jr. and his attorney, John P. Charters**, to be delivered upon receipt of properly executed releases and order of dismissal in Workers Compensation Claim #14084, approved by the Law Department.

Respectfully submitted,

Phillip S. Brown
Assistant Corporation Counsel

PSB/gs

Attachment(s)

cc: Budget Department

APPROVED: **SEP 25 2019**

CHARLES RAIMI
Deputy Corporation Counsel

CITY CLERK 2019 SEP 27 PM 05:55

RESOLUTION

BY COUNCILMEMBER: _____

RESOLVED, that settlement of the above matter be and hereby is authorized in the amount of **ONE HUNDRED FIFTEEN THOUSAND FOUR HUNDRED AND FORTY-ONE DOLLARS (\$115,441.00)**; and be it further

RESOLVED, that the Finance Director be and is authorized and directed to draw a warrant upon the proper fund in favor **Theodore Cheatham, Jr. and his attorney, John P. Charters**, in the sum of **ONE HUNDRED FIFTEEN THOUSAND FOUR HUNDRED AND FORTY-ONE DOLLARS (\$115,441.00)** in full payment of any and all claims which they may have against the City of Detroit by reason of any injuries or occupational diseases and their resultant disabilities incurred or sustained as the result of his past employment with the City of Detroit and that said amount be paid upon presentation by the Law Department of a redemption order approved by the Workers Compensation Department of the State of Michigan.

APPROVED: **SEP 25 2013**



CHARLES RAIMI
Deputy Corporation Counsel

September 26, 2019

CITY CLERK 2019 SEP 27 PM 12:17

Honorable City Council

RE: **Petition No. 1098 Emmanuel House 1 & 2, Inc.** – a nonprofit organization, requests a resolution from your Honorable Body in support of a charitable gaming license.

On this date, your Honorable Body referred the above petition to this office for investigation. Petitioner wishes to be recognized as a nonprofit organization operating in the community for purposes of obtaining a gaming license from the Bureau of State Lottery.

Be advised that the organization meets the criteria for such recognition as established by the city Council on May 15, 2012.

Therefore, approval of this petition is recommended and an appropriate resolution is attached.

Respectfully submitted,

Janice M. Winfrey

JMW:cj

RESOLUTION

By Council Member: _____

Whereas, Emmanuel House 1 & 2, Inc. (14655 Gratiot Ave. Detroit, Michigan 48205) requests for recognition as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license from the State of Michigan, and

Whereas, the organization meets the criteria for such recognition as established by the City Council on May 15, 2012.

Therefore Be it Resolved, the Detroit City Council recognizes Emmanuel House 1 & 2, Inc. as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license from the Bureau of State Lottery.

City of Detroit
OFFICE OF THE CITY CLERK

Janice M. Winfrey
City Clerk

Andre P. Gilbert II
Deputy City Clerk

DEPARTMENTAL REFERENCE COMMUNICATION

Thursday, September 26, 2019

To: The Department or Commission Listed Below

From: Janice M. Winfrey, Detroit City Clerk

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

OFFICE OF THE CITY CLERK

1098 *Emmanuel House 1 & 2 Inc., request from your Honorable Body a resolution for a Charitable Gaming License.*



September 13, 2019

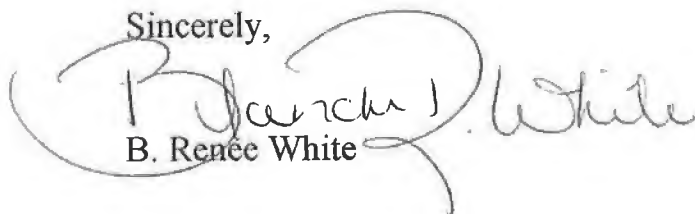
14655 Gratiot Ave
Detroit Mi. 48205

To Detroit City Counsel
2 Woodward Ave
Detroit Mi. 48201

To whom it may concern,

My name is Blanche R. White. I am the owner and founder of Emmanuel House 1&2, Inc. a non-profit organization that originated in 2008. My organization provides housing for homeless mentally ill, physically ill seniors and veterans here in the Metro Detroit area. September 5, 2019 Emmanuel House 1 &2, Inc. received an assumed name called Peaceful Surrounding which is a Day Program for the Senior adults the centers vision is to give care givers a safe place to bring their loved ones so the can work, rest or have leisure time. Our organization is well known in the community's East Side of Detroit as we go out to different areas giving out clothes, coats, shoes, feeding the less fortunate and providing some hygiene essentials. I am asking to be allowed to open a bingo hall for our older population here in the City of Detroit on Friday- Sunday. It is with great honor to provide these services as well as to feed those that have trouble with finding adequate meals. I can be reached at 313-729-4547 my mailing address is 13185 Detroit Mi. 48213. Thank you for your time and attention.

Sincerely,


B. Renee White

Email Emmanuelhouse1@yahoo.com
Emmanuel House 1 & 2, Inc., P.O. Box 13185, Detroit, Michigan, 48213



September 26, 2019

**Detroit City Council
2 Woodward Avenue
Detroit, MI 48226**

Dear Sir or Madam,

I am the founder and owner of Emmanuel House 1&2, Inc. Emmanuel House 1&2 Inc. is a non-profit organization dedicated to homeless and under privileged, veterans and mentally ill populations in the Metropolitan Detroit Area. We pride ourselves on being a resource needed in the community to provide shelter, food, and restoration from current and past challenges.

Emmanuel House 1&2, Inc. received an assumed name of Peaceful Surrounding to operate as an Adult Day Program for seniors and mature adults. The vision behind Peaceful Surrounding is to offer care givers a safe place to bring their loved ones while he or she is working, or are in need of personal down time.

We are well respected in the community, especially Detroit's eastside, as we are no stranger to serving others. We frequently provide clothing, coats, shoes, hygiene essentials and feed the hungry. We are blessed to receive donations from many selfless people and organizations that allow us to give back.

I am seeking approval to open a bingo hall for our senior population in Detroit. Listed below are the details for operating it:

- **Location: 14655 Gratiot Ave – Detroit, MI 48205**
- **Days / Hours of Operation: - Friday – Sunday / 5:00 – 9:00pm**
- **Proposed Opening: November 1, 2019**
- **Age population 21-and up Fri and Sat., Senior Day is Sunday age 50 and up**

I am honored to help our seniors in any capacity I can. I believe Bingo is embraced and loved by seniors; therefore providing them with a place to enjoy is my heart's desire. Please consider my request. If you require additional information, please do not hesitate to call me using my contact details below.

Many Regards,

**B. Renee White
Emmanuel House 1&2, Inc.
Phone: 313-729-4547
Email: Emmanuelhouse1@yahoo.com**

QUALIFICATION INFORMATION

Complete this form and submit with the required qualification documents listed on the attached Qualification Requirements sheet. A Bingo, Raffle, or Charity Game Ticket license application and fee may also be submitted with this information. See box #5 below for mailing instructions.

1. ORGANIZATION INFORMATION

Organization Name Emmanuel House 1+2, Inc.			
Organization Physical Street Address 14655 Gratiot Ave.			
City Detroit	State Michigan	Zip Code 48205	County Wayne
Organization Mailing Address P.O. Box 13185			<input type="checkbox"/> Same as Physical Address
City Detroit	State Michigan	Zip Code 48213	County Wayne
Organization Telephone Number (313) 729 4547			

2. ORGANIZATION PURPOSE

Briefly describe the purpose of your organization.

We provide safe & comfortable housing for Seniors, Veteran and homeless individuals.

3. LICENSE APPLICATION

Enclosed is a completed application and fee for a ☐ Bingo ☐ Raffle ☐ Charity Game Ticket license
 Make checks payable to STATE OF MICHIGAN.

4. AUTHORIZED CONTACT PERSON

First Name Blanche		Last Name White		Position/Role with Organization Director	
Mailing Address P.O. Box 13185				City Detroit	
State Mich.	Zip Code 48213	Telephone Number (Day) 313 729 4547	Telephone Number (Evening) 313 729 4547		
By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.					
Authorized Contact Person Signature Blanche Renee White					Date
Print Authorized Contact Name and Title Blanche Renee White					

5. MAILING INSTRUCTIONS

Mail this completed Qualification Information form, the required qualification documentation listed on the Qualification Requirements sheet, and the completed license application and fee (if also applying for a gaming license) to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909. If submitting by overnight carrier (FedEx, UPS, etc.), send to Charitable Gaming Division, 101 East Hillsdale, Lansing, MI 48933.





Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-5780
www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103(K)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: _____

Nays: _____

Absent: _____

DISAPPROVAL

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.

BSL-CG-1153(R6/09)

LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

ID Number: 800916686

[Request certificate](#)[New search](#)

Summary for: EMMANUEL HOUSE 1 & 2, INC.

The name of the DOMESTIC NONPROFIT CORPORATION: EMMANUEL HOUSE 1 & 2, INC.

Entity type: DOMESTIC NONPROFIT CORPORATION

Identification Number: 800916686 Old ID Number: 70440Y

Date of Incorporation in Michigan: 04/14/2008

Purpose:

Term: Perpetual

Most Recent Annual Report: 2018

Most Recent Annual Report with Officers & Directors: 2017

The name and address of the Resident Agent:

Resident Agent Name: BLANCHE R. FOSTER

Street Address: 18425 HICKORY ST

Apt/Suite/Other:

City: DETROIT

State: MI

Zip Code: 48205

Registered Office Mailing address:

P.O. Box or Street Address: 18425 HICKORY ST

Apt/Suite/Other:

City: DETROIT

State: MI

Zip Code: 48205

The Officers and Directors of the Corporation:

PRESIDENT	QUAN EDGAR	23079 KRISTY LANE SOUTHFIELD, MI 48033 USA
TREASURER	BLANCHE FOSTER	18425 HICKORY ST DETROIT, MI 48205 USA
SECRETARY	BERNITA BRADLEY	P.O BOX 13185 DETROIT, MI 48213 USA
DIRECTOR	QUINDERETTE CONLEY	45508 BURGANDY DR MACOMB, MI 48055 USA
DIRECTOR	BLANCHE R FOSTER	18425 HICKORY ST DETROIT, KY 48205 USA
DIRECTOR	TONY FOSTER	19633 WALTHAM DETROIT, MI 48205 USA

Act Formed Under: 162-1982 Nonprofit Corporation Act

The corporation is formed on a Directorship basis.

Written Consent

View filings for this business entity:

ALL FILINGS
ANNUAL REPORT/ANNUAL STATEMENTS
ARTICLES OF INCORPORATION
ARTICLES OF INCORPORATION
RESTATED ARTICLES OF INCORPORATION
RESTATED ARTICLES OF INCORPORATION

[View filings](#)

Comments or notes associated with this business entity:

[LARA FOIA Process](#) [Transparency](#) [Office of Regulatory Reinvention](#) [State Web Sites](#)

[Michigan.gov Home](#) [ADA](#) [Michigan News](#) [Policies](#)

Copyright 2019 State of Michigan

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

Date: **APR 15 2009**

EMMANUEL HOUSE 1 & 2 INC
18425 HICKORY ST
DETROIT, MI 48205

DEPARTMENT OF THE TREASURY

Employer Identification Number:
80-0176385
DLN:
17053309366028
Contact Person:
PAULA J MOLL-MALONE ID# 31262
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
April 14, 2008
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Michigan Department of Labor & Economic Growth

Filing Endorsement

***This is to Certify that the ARTICLES OF INCORPORATION - NONPROFIT
for***

EMMANUEL HOUSE 1 & 2, INC.

ID NUMBER: 70440Y

***received by facsimile transmission on April 14, 2008 is hereby endorsed
Filed on April 14, 2008 by the Administrator.***

***The document is effective on the date filed, unless a
subsequent effective date within 90 days after
received date is stated in the document.***



***In testimony whereof, I have hereunto set my
hand and affixed the Seal of the Department,
in the City of Lansing, this 14TH day
of April, 2008.***

. Director

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

☐ Decline ☒ Accept

Part IX, B, 10

Asset:

- One house with a cost of \$94,600.00.

Charity Care Policy

The Company will furnish services to individuals, irrespective of their ability to pay. In the event that an individual indicates that he/she lacks resources to pay for the Company's services, the Company will verify the veracity of his/her claim and determine whether or not there is an alternative payment source available. If such alternative payment source is not available, the Company will nevertheless provide services for such individual.

Part VIII, 11

Although the Company is yet to receive any contribution of real property; conservation easements; closely held securities; intellectual property, such as patents, trademarks, and copyrights; works of art; licenses; royalties; automobiles, boats, planes, or other vehicles; or collectibles of any type, the Company is receptive to any such contribution.

Part VIII, 4a

The Company intends to utilize all of the listed fundraising methods, including mail, email, personal, foundation grant, phone, government grant solicitations, and accepting donations on its and others websites. Although the Company has not begun to raise money, it plans to hold a fundraising event at the Charles Wright Museum of African American History.

Part VI, 1a

The Company has the following programs planned. On August 26, 2008, the staff and residents of the Company are invited to a picnic. On November 26, 2008, the Company will provide food for the homeless. During December of 2008, the Company will (1) adopt three families for the Christmas season and will provide food and Christmas gifts for the families, and (2) provide 100 food baskets to the needy. Throughout 2008, the Company will maintain a "clothing closet" for those in need of clothes.

Part V, 8a – f

The Company intends to provide housing for the poor, impoverished, disabled, and homeless. In order to carry out this purpose, the Company intends to house men and women in two separate homes.

One of the Company's Directors, B. Renee Foster, currently provides housing for five women in a 1375 square foot home. The monthly lease for this home is \$750.000. Due to B. Renee Foster's financial interest in the Company taking over her lease for this home, and in accordance with the Company's Conflict of Interest Policy, B. Renee Foster was recused from Company discussions and voting on the lease arrangement. The other eight Directors of the Company met to review, discuss, and vote on whether or not to obtain this particular home to serve its purposes. The Company Resolution governing this lease transaction is attached hereto as **Exhibit A**.

B. Renee Foster also owns a home in which seven men are currently housed. This home measures 1600 square feet and costs \$781.00 per month. Due to B. Renee Foster's financial interest in the Company leasing this particular home, and in accordance with the Company's Conflict of Interest Policy, B. Renee Foster was recused from Company discussions and voting on the lease arrangement. The other eight Directors of the Company met to review, discuss, and vote on whether or not to obtain this particular home to serve its purposes. The Company's determination is documented in a Corporate Resolution attached hereto as **Exhibit B**.

- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Company's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII, Use of Outside Experts

When conducting the periodic reviews and provided for in Article VII, the Company may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Article V, Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Company for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Company for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly from the Company, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI, Annual Statements

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the Conflict of Interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Company is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII, Periodic Reviews

To ensure the Company operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Company's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether or not to enter into the transaction or arrangement.
4. Violations of the Conflict of Interest Policy
- a. If the governing board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV, Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclose or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussion and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III, Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors, officers, and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Company can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

Exhibit A**CONFLICT OF INTEREST POLICY
OF
EMMANUEL HOUSE 1 & 2, INC.**

Article I, Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's ("Company") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Company, or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II, Definitions**1. Interested Person.**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest.

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Company has a transaction or arrangement,
- b. A compensation arrangement with the Company or with entity or individual with which the Company has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Company is negotiating a transaction or arrangement.

Part V, 5a

COMPANY RESOLUTION

The Directors of Emmanuel House 1 & 2, Inc., a Michigan corporation (the "**Company**"), unanimously adopted the following Company Resolution, effective as of the 28th day of October, 2008 (the "**Effective Date**");

WHEREAS, the Company formulated a conflict of interest policy to protect its interest when contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Company, or might result in a possible excess benefit transaction.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Company unanimously adopted the conflict of interest policy (attached hereto as **Exhibit A**) in accordance with the Michigan *Nonprofit Corporation Act*.

Part V, 2a

B. Renee Foster, the President and Director, is married to Tony Foster, the Vice President and Director.

Part V, 1a

Name	Title	Address	Compensation
B. Renee Foster	President & Director	29027 Lorraine Avenue Warren, Michigan 48093	\$16,800.00
Tony Foster	Vice President & Director	29027 Lorraine Avenue Warren, Michigan 48093	\$9,600.00
Quinderette Conley	Secretary & Director	18945 Adrian Drive Southfield, Michigan 48075	\$9,600.00
Tiffany Williams	Treasurer & Director	18508 Hickory Detroit, Michigan 48219	\$6,000.00
Pastor Timothy Thompson	Director	18570 Fitzpatrick Court Detroit, Michigan 48228	None
Quan Edgar	Director	16752 Edinborough Detroit, Michigan 48219	None
Pastor Michael Williams	Director	345 Second Street St. Albany, New York 12206	None
Eric Ayers, M.D.	Director	50 Canfield Street Detroit, Michigan 48201	None
Kimberly Scott	Director	15460 Ilene Detroit, Michigan 48238	None

Part IV

The Company intends to provide the following services for the poor, impoverished, disabled, homeless, and former inmates: (1) provide housing, food, and transportation for individuals housed in the Corporation's two homes; (2) provide educational programs related to disease prevention and drug abuse; (3) train individuals to improve or develop their abilities so that they may obtain employment; and (4) offer counseling services.

ARTICLE V

Indemnification

Section 1. Indemnification. The Corporation, to the extent permitted under Sections 561 through 565 of the Michigan *Nonprofit Corporation Act* on the effective date of these Bylaws, shall indemnify, and may advance expenses of, a person who is or was a director or officer of the Corporation or who is serving or was serving at the request of the Corporation as a director or officer of another corporation or partnership, joint venture, trust, or other enterprise. The Corporation, to the extent permitted under the Michigan *Nonprofit Corporation Act*, as amended from time to time, may indemnify and advance expenses of such other persons as the Board determines from time to time.

ARTICLE VI

General Provisions

Section 1. Notices. Every notice required or permitted under these Bylaws shall be in writing and given by mail, e-mail, or facsimile transmission at the address or number of the addressee on record with the Corporation. In the case of notice given by mail, the notice shall be deemed given on the date on which it is deposited with the U.S. Postal Service with postage prepaid, and in the case of notice given by e-mail or facsimile transmission, the notice shall be deemed given on the date on which it is sent.

Section 2. Amendments. Prior to the first meeting or action of the Board, the Corporation's incorporator(s) may amend the Articles pursuant to the Act. The Board may amend the Articles by the affirmative vote a majority of Directors then in office. The Board may amend or repeal these Bylaws or adopt new Bylaws by the affirmative vote of not less than a majority of the Directors then in office.

Section 6. President. The President shall have those powers and perform those duties typically vested in the chief executive officer of a corporation and such other powers and duties as determined by the Board from time to time. The President shall be the chief executive office of the Corporation and shall be in charge of the business, affairs, and property of the Corporation and exercise control over the Corporation's officers, employees, and agents.

Section 7. Vice President. The Vice President shall have those powers and perform those duties typically vested in the vice president of a corporation and such other powers and duties as determined by the Board from time to time. The Vice President shall, in the absence of the President from the state, or in the event of his/her death or inability to act, perform the President's duties and when so acting, shall have all the powers of and be subject to all the restrictions imposed upon the President. The Vice President shall perform such duties as from time to time may be assigned to him/her by the President or the Board.

Section 8. Secretary. The Secretary shall have those powers and perform those duties typically vested in the secretary of a corporation and such other powers and duties as determined by the Board from time to time. The secretary shall give all notices for Board meetings, shall keep minutes and records of all Board proceedings and actions, and shall have custody of all other documents of the Corporation appropriate for that office to possess.

Section 9. Treasurer. The Treasurer shall have those powers and perform those duties typically vested in the treasurer of a corporation and such other powers and duties as determined by the Board from time to time. The Treasurer shall receive all money of the Corporation and deposit it in one or more accounts of the Corporation designated by the Board and shall cause the Corporation's debts to be paid as authorized by the Board. When requested by the Board, the Treasurer shall provide an accounting of all transactions conducted as Treasurer and shall cause statements of the Corporation's financial condition to be prepared.

Section 10. Duties. An officer shall discharge his duties in good faith and with that degree of diligence, care, and skill that an ordinary prudent person would exercise under similar circumstances in a like position. In discharging his/her duties, an officer, when acting in good faith, may rely upon the opinion of the Corporation's counsel, upon the report of an independent appraiser selected with reasonable care by the Board, or upon financial statements of the Corporation represented to the officer as correct by the President or the officer of the Corporation having charge of the Corporation's books, or as stated in a written report by an independent public or certified public accountant or firm of accountants fairly to reflect the financial condition of the Corporation.

Section 4. Committee Action without a Meeting. Any action required or permitted to be taken pursuant to authorization voted by at a meeting of a committee may be taken without a meeting if, before or after the action, all committee members then in office consent thereto in writing. The written consent shall be filed with the minutes of the proceedings of the committee. The consent has the same effect as a vote of the committee from all purposes.

Section 5. Meeting by Conference Telephone. A committee member may participate in a meeting by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in a meeting pursuant to this section constitutes presence in person at a meeting.

ARTICLE IV

Officers

Section 1. Officers. The officers of the Corporation shall consist of a President, Vice President, Secretary, Treasurer, with powers and duties specified by the Board.

Section 2. Appointment and Term of Office. The Board shall appoint all officers. Each initial officer shall hold office until the Board's first annual meeting and until his/her successor is appointed and qualified, or until the officer's resignation or removal. At the first annual Board meeting, and at each annual Board meeting thereafter, the Board shall appoint new officers, each to serve until the officer's resignation or removal. A person may serve as an officer for as many terms as he/she is appointed. A person may simultaneously hold more than one office but an officer shall not execute, acknowledge, or verify an instrument in more than one capacity if the instrument is required by law, the Articles, or these Bylaws to be executed, acknowledge, or verified by two or more officers.

Section 3. Resignation and Removal. An officer may resign by written notice to the Corporation. The resignation is effective upon its receipt by the Corporation or at a later time specified in the notice of resignation. An officer elected or appointed by the Board may be removed by the Board with or without cause.

Section 4. Vacancies. A vacancy occurring in any office of the Corporation may be filled by the Board for the unexpired term thereof.

Section 5. Chairperson of Board. The Chairperson of the Board shall be appointed from the Directors then in office, shall preside at all meetings of the Board, and shall have such powers and perform such duties as determined by the Board from time to time. In the event the office of Chairperson of the Board is vacant or the Chairperson of the Board is unable to attend a Board meeting, the Directors present at the meeting shall select a Director to preside over the meeting.

express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. A Director may, in writing, waive notice of a meeting before or after the meeting and every such waiver shall be filed with the minutes of the proceedings of the Board.

Section 11. Meeting by Conference Telephone. A Director may participate in a meeting by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.

Section 12. Quorum and Required Vote. A majority of the Directors then in office constitutes a quorum for the transaction of business at a Board meeting. Unless the vote of a larger number is required by the Act, the Articles, or these Bylaws, the vote of a majority of the Directors present at a meeting at which a quorum is present constitutes the action of the Board.

Section 13. Board Action without a Meeting. Any action required or permitted to be taken pursuant to authorization voted at a meeting of the Board may be taken without a meeting if, before or after the action, all Directors then in office consent thereto in writing. The written consent shall be filed with the minutes of the proceedings of the Board. The consent has the same effect as a vote of the Board for all purposes.

Section 14. Compensation. No Director shall receive any compensation for his/her services as a member of the Board; provided that the Board may authorize reimbursement of expenses that a Director incurs in attending a Board meeting. Nothing in these Bylaws precludes a Director from serving the Corporation in a capacity other than that of Director and receiving compensation for services rendered in such other capacity.

ARTICLE III

Committees

Section 1. Committees. The Board may designate one or more committees, each committee to consist of one or more Directors. A committee, and each member thereof, shall serve at the pleasure of the Board.

Section 2. Powers. Except as otherwise provided in the Act, a committee shall have those powers provided in the Board resolution designating the committee.

Section 3. Quorum and Required Vote. A majority of the committee members then in office constitutes a quorum for the transaction of business at a committee meeting. Unless the vote of a larger number is required by the Act, the Articles, or these Bylaws, the vote of a majority of the members present at a meeting at which a quorum is present constitutes the action of the committee.

Corporation having charge of the Corporation's books, or as stated in a written report by an independent public or certified public accountant or firm or accountants fairly to reflect the financial condition of the Corporation.

Section 3. Number. The number of Directors shall be no less than one and no more than ten, as determined from time to time by the Board.

Section 4. Election and Term of Office. The Corporation's incorporator(s) shall appoint the initial Directors, each to serve until the Board's first annual meeting and until his/her successor is elected and qualified, or until the Directors' resignation or removal. At the first annual meeting, and at each annual meeting thereafter, the Board then in office shall select Directors, each to serve until the next annual Board meeting and until his/her successor is elected and qualified or until his/her resignation or removal. A person may serve as Director for as many terms as he/she is elected.

Section 5. Resignation and Removal. A Director may resign by written notice to the Corporation. The resignation is effective upon its receipt by the Corporation or at a later time as set forth in the notice of resignation. A Director may be removed, with or without cause by the vote of a majority of Directors then in office.

Section 6. Vacancies. A vacancy occurring in the Board, including a vacancy resulting from an increase in the number of Directors, may be filled by the Board or, if the Directors remaining in office constitute fewer than a quorum of the Board, by the affirmative vote of a majority of the remaining Directors though less than a quorum, for the unexpired term thereof.

Section 7. Annual Meetings. The Board shall meet each year on such date and at such place as the Board may determine for the purposes of electing a new Board, electing officers, and conducting such other business as may properly be brought before the meeting.

Section 8. Regular and Special Meetings. Regular meetings of the Board may be held at such time and places as the Board determines from time to time. A special meeting of the Board may be called by the President or the Chairperson of the Board and shall be called by the President on the written request of at least a majority of the Directors. Regular and special Board meetings may be held in or outside of Michigan.

Section 9. Notices. Subject to a greater notice requirement in the Act, the Articles, or elsewhere in these Bylaws, written notice of an annual or regular Board meeting shall be given to each Director at least ten (10) days before the date of the meeting, and written notice of a special Board meeting shall be given to each Director at least five (5) days before the date of the meeting.

Section 10. Waiver of Notice. A Director's attendance at or participation in a meeting, constitutes a waiver of notice of the meeting, except where a Director attends a meeting for the

Exhibit A

**BYLAWS
OF
EMMANUEL HOUSE 1 & 2, INC.**

ARTICLE I

Name, Offices, and Purposes

Section 1. **Name**. The name of the corporation is Emmanuel House 1 & 2, Inc. (“**Corporation**”).

Section 2. **Offices**. The Corporation shall have and shall continuously maintain a registered office in Michigan, which need not be the Corporation’s principal office. The Corporation may from time to time change its registered office to another address in Michigan.

Section 3. **Purposes**. The purposes for which the Corporation is organized are as stated in its Articles of Incorporation (“**Articles**”).

ARTICLE II

Board of Directors

Section 1. **Powers**. Except as otherwise provided by the Michigan *Nonprofit Corporation Act*, as amended from time to time (“**Act**”), the Corporation’s Articles and these Bylaws, the Corporation’s Board of Directors (“**Board**”) shall be in charge of and manage the Corporation’s business and affairs and the Board shall have all powers, express and implied, now or hereafter conferred upon a board of directors of a Michigan nonprofit corporation that is an organization described in Section 501(c)(3) of the Internal Revenue Code.

Section 2. **Duties**. A Director shall discharge his/her duties in good faith and with that degree of diligence, care, and skill that an ordinary prudent person would exercise under similar circumstances in a like position. In discharging his/her duties, a Directors, when acting in good faith, may rely upon the opinion of the Corporation’s counsel, upon the report of an independent appraiser selected with reasonable care by the Board, or upon financial statement of the Corporation represented to the Director as correct by the President or the officers of the

Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

Attachment to
Certificate of Incorporation of
Emmanuel House 1 & 2, Inc.

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code. This Corporation shall be a nonprofit corporation. The specific purposes for which this corporation is organized are: To help and provide for homeless citizens. As well as citizens in recovery

Upon the dissolution of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes

No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and this corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office

No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that this corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these articles.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

All references to sections of the Internal Revenue Code shall include such sections as of the date hereof and the corresponding section of any future federal tax code.

I, (We), the incorporator(s) sign my (our) name(s) this 10 day of April 2008

LegalZoom.com, Inc., By: Eileen Gallo, Assistant Secretary



ARTICLE III (cont.)

3. a. If organized on a nonstock basis, the description and value of its real property assets are: (if none, insert "none")
None.
- b. The description and value of its personal property assets are: (if none, insert "none")
Furniture and Vehicle valued at 30,000.
- c. The corporation is to be financed under the following general plan:
Donations
- d. The corporation is organized on a Directorship basis
(Membership or Directorship)

ARTICLE IV

1. The address of the registered office is:
712 Abbott Road, East Lansing **48823**
(Street Address) (City) Michigan (ZIP Code)
2. The mailing address of the registered office, if different than above:
_____, Michigan _____
(Street Address or P.O. Box) (City) (ZIP Code)
3. The name of the resident agent at the registered office is:
National Registered Agents, Inc.

ARTICLE V

The name(s) and address(es) of the incorporator(s) is (are) as follows:

Name

Residence or Business Address

Legalzoom.com, Inc., 7083 Hollywood Blvd. Ste. 180, Los Angeles, CA 90028

**MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH
BUREAU OF COMMERCIAL SERVICES**

Date Received

(FOR BUREAU USE ONLY)

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Name

Eileen Gallo, Legalzoom.com, Inc.

Address

7083 Hollywood Blvd. Ste. 180

City

Los Angeles

State

CA

Zip Code

90028

EFFECTIVE DATE:

Document will be returned to the name and address you enter above.
If left blank document will be mailed to the registered office.

ARTICLES OF INCORPORATION

For use by Domestic Nonprofit Corporations

(Please read information and instructions on the last page)

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is:

Emmanuel House 1 & 2, Inc.

ARTICLE II

The purpose or purposes for which the corporation is organized are:

Please see below

ARTICLE III

1. The corporation is organized upon a nonstock basis.
(Stock or Nonstock)

2. If organized on a stock basis; the total number of shares which the corporation has authority to issue is
N/A

If the shares are, or are to be, divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class are as follows:

Michigan Department of Labor & Economic Growth

Filing Endorsement

***This is to Certify that the ARTICLES OF INCORPORATION - NONPROFIT
for
EMMANUEL HOUSE 1 & 2, INC.***

ID NUMBER: 70440Y

***received by facsimile transmission on April 14, 2008 is hereby endorsed
Filed on April 14, 2008 by the Administrator.***

***The document is effective on the date filed, unless a
subsequent effective date within 90 days after
received date is stated in the document.***



***In testimony whereof, I have hereunto set my
hand and affixed the Seal of the Department,
in the City of Lansing, this 14TH day
of April, 2008.***

, Director

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the 2017 ANNUAL REPORT
for

EMMANUEL HOUSE 1 & 2, INC.

ID Number: 800916686

received by electronic transmission on January 09, 2018 ***, is hereby endorsed.***

Filed on January 11, 2018 ***, by the Administrator.***

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 11th day of January, 2018.

Julia Dale, Director

Corporations, Securities & Commercial Licensing Bureau

ARTICLE III (cont.)

3. a. If organized on a nonstock basis, the description and value of its real property assets are: (if none, insert "none")
None.
- b. The description and value of its personal property assets are: (if none, insert "none")
Furniture and Vehicle valued at 30,000.
- c. The corporation is to be financed under the following general plan:
Donations
- d. The corporation is organized on a Directorship basis.
(Membership or Directorship)

ARTICLE IV

1. The address of the registered office is:
712 Abbott Road, East Lansing Michigan 48823
(Street Address) (City) (ZIP Code)
2. The mailing address of the registered office, if different than above:
 Michigan
(Street Address or P.O. Box) (City) (ZIP Code)
3. The name of the resident agent at the registered office is:
National Registered Agents, Inc.

ARTICLE V

The name(s) and address(es) of the incorporator(s) is (are) as follows:

Name

Residence or Business Address

Legalzoom.com, Inc., 7083 Hollywood Blvd. Ste. 180, Los Angeles, CA 90028

Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

Attachment to
Certificate of Incorporation of
Emmanuel House 1 & 2, Inc.

This corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code. This Corporation shall be a nonprofit corporation. The specific purposes for which this corporation is organized are: To help and provide for homeless citizens. As well as citizens in recovery

Upon the dissolution of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes

No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and this corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that this corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these articles.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the internal Revenue Code, or the corresponding section of any future federal tax code.

All references to sections of the Internal Revenue Code shall include such sections as of the date hereof and the corresponding section of any future federal tax code.

I, (We), the incorporator(s) sign my (our) name(s) this 10 day of April 2008

LegalZoom.com, Inc., By: Eileen Gallo, Assistant Secretary



LARA Corporations
Online Filing System
Department of Licensing and Regulatory Affairs

Form Revision Date 07/2016

NONPROFIT CORP ANNUAL REPORT (YEARS: 2015-PRESENT)

(Required by Section 911, Act 162, Public Act of 1982)

The Identification number assigned by the Bureau is: 800916686

Annual Report Filing Year: 2017

1. Corporation Name:

EMMANUEL HOUSE L & C, INC

2. The street address of the corporation's registered office and the name of the resident agent at that office:

1. Resident Agent Name: BLANCHE R. FOSTER

2. Street Address: 18425 HICKORY ST

Apt/Suite/Other:

City: DETROIT

State: MI

Zip Code: 48205

3. Mailing address of the corporation's registered office:

P.O. Box or Street Address: 18425 HICKORY ST

Apt/Suite/Other:

City: DETROIT

State: MI

Zip Code: 48205

4. If the corporation is a private foundation or formed to provide care to a dentally underserved population, check the following box. If the box is checked, the board shall consist of one or more directors. The board of all other corporations shall consist of three or more directors. ☒

5. Provide the names and business or residence addresses of the corporation's board of directors and its president, treasurer, and secretary:

Title	Name	Residence or Business Address
PRESIDENT	QUAN EDGAR	23079 KRISTY LANE SOUTHFIELD, MI 48033 USA
TREASURER	BLANCHE FOSTER	18425 HICKORY ST DETROIT, MI 48205 USA
SECRETARY	BERNITA BRADLEY	P.O BOX 13185 DETROIT, MI 48213 USA
DIRECTOR	QUINDERETTE CONLEY	45508 BURGANDY DR MACOMB, MI 48055 USA
DIRECTOR	BLANCHE R FOSTER	18425 HICKORY ST DETROIT, KY 48205 USA
DIRECTOR	TONY FOSTER	19633 WALTHAM DETROIT, MI 48205 USA

6. Describe the purposes and general nature and kind of business in which the corporation engaged in during the year covered by this report:

TO PROVIDE QUALITY CARE FOR THE HOMELESS POPULATION

Signed this 9th Day of January, 2018 by:

Signature

Blanche R Foster

Title

President

Title if "Other" was selected

MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH BUREAU OF COMMERCIAL SERVICES	
Date Received	(FOR BUREAU USE ONLY)
This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.	
Name Eileen Gallo, Legalzoom.com, Inc.	
Address 7083 Hollywood Blvd. Ste. 180	
City Los Angeles	State CA Zip Code 90028
EFFECTIVE DATE:	

Document will be returned to the name and address you enter above.
If left blank document will be mailed to the registered office.

ARTICLES OF INCORPORATION

For use by Domestic Nonprofit Corporations

(Please read information and instructions on the last page)

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is: **Emmanuel House 1 & 2, Inc.**

ARTICLE II

The purpose or purposes for which the corporation is organized are:
Please see below

ARTICLE III

- The corporation is organized upon a nonstock basis.
(Stock or Nonstock)
- If organized on a stock basis, the total number of shares which the corporation has authority to issue is N/A.
If the shares are, or are to be, divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class are as follows:

2019-09-25

1098

1098 *Petition of Emmanuel House 1 & 2
Inc., request from your Honorable
Body a resolution for a Charitable
Gaming License.*

REFERRED TO THE FOLLOWING DEPARTMENT(S)

OFFICE OF THE CITY CLERK